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11 September 1950

MEMORANDUM FOR: MANAGEMENT OFFICER

FROM: Assistant Director, OCD

SUBJECT: Director's Handbook - Designations applied to OCD units.

1. The August issue of the "Operations Analysis Handbook" shows lack of uniformity in the designations applied to the several units of OCD. The CIA Library is sometimes referred to by its proper name, and elsewhere is referred to as "OCD - Library Division". The Registers are referred to sometimes as "Registers", and sometimes as "Divisions".
2. This confusion in terminology is undesirable, and should be remedied.
3. It is requested that the September issue refer uniformly to these units of OCD as: "CIA Library", "Biographic Register", "Industrial Register", and "Graphics Register".
4. The CIA Library serves all of CIA: it is therefore anomalous to speak of it as the Library Division of OCD.
5. The Registers are primarily repositories of reference information, and this fact is best expressed in ordinary usage by the term "Register". Other government agencies, as well as the several Offices of CIA, now know them as "Registers", and it merely introduces confusion to speak of the Industrial Register (abbreviated IR) as the "Industrial Division" (abbreviated ID, which also stands for Intelligence Division in the Army). The functional distinction between "Economics Division of ORE" and "Industrial Division of OCD" is not at once apparent, though "Industrial Register" does have a distinct meaning which is now well known to all concerned.
6. No objection is made to use of the following ten-dollar vocabulary in papers addressed to the Civil Service Commission if it is true that that body takes exception to short titles which can be readily understood:

CIA Library Division, OCD ✓
Industrial Register Division, OCD
Biographic Register Division, OCD
Graphics Register Division, OCD.

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cc: Acting Executive ✓
Chief, COAPS
General Counsel

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